**Poster and Publicity Policy**

Yale Divinity School has made available appropriate space for postering and expects students to use this space and to respect the inviolability of its other property. Posters must be confined to regular bulletin boards, kiosks, display cases, and other spaces designated by YDS for postering. Postering elsewhere is prohibited. Other forms of publicity, such as banners, may not be hung on YDS gates or on the exterior of YDS buildings. The following regulations apply to postering on YDS’s campus:

* Posters may not exceed a size of 11 by 14 inches. Only one copy of each poster may be placed on the same bulletin board.
* Posters for an event must provide the name of the event, its date, time, and location, the name of its sponsoring organization, and the contact information for its organizers.
* Facilities and other authorized staff members typically removes all posters from bulletin boards and other designated spaces once a week on Tuesday evenings. Posters improperly placed in other locations (interior or exterior walls, doors, signs, trees, utility polls, etc.) will be subject to immediate removal.
* The removal of posters except by facilities and other authorized staff members is strictly prohibited. YDS also prohibits community members from defacing or destroying existing posters or postering over them.
* Organizations that are not affiliated with Yale must obtain YDS’s permission before advertising on campus. If partnering with an outside organization, a Yale organization must also obtain advance permission to advertise on campus.
* Students may use chalk on walkways to advertise events, but those markings must be on areas that are open to the sky and the weather. Walkways cannot be marked under overhangs, archways, or other covered areas. Chalk may not be applied to walls or other vertical surfaces. Chalk notices must be limited in size to 4 by 4 feet, and not more than one chalk announcement for a single event may be visible from any single point. Only water-soluble chalk may be used. Spray chalk is strictly prohibited.
* Glue, staples and tape of any variety (e.g., Scotch tape, masking tape, duct tape) are damaging and may not be used on any Yale property. Thumbtacks or pushpins should be used on bulletin boards but may not be used on any interior or exterior woodwork.

Violation of these regulations may result in an organization’s loss of official recognition and consequent loss of funding opportunities. Students or organizations may also be charged for the costs of removing improperly posted materials and repairing any damaged property.